



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

ALL PERSONS INTERESTED

CRIMINALIST II/ANALYTICAL

PN #111051

HOUSTON POLICE

CRIME LABORATORY

N/A

1200 TRAVIS, 26TH FLOOR*

MONDAY – FRIDAY, 8:00 A.M. – 4:00 P.M.*

*Subject to change

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DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Receives, secure, preserve, inventory and store evidence according to established procedures. Properly document all evidence immediately upon receipt. Maintain security of evidence at all times. Analyze evidence, keep precise records, and develop accurate scientific conclusions. Generate accurate reports in a timely manner. Collect evidence from crime scenes. Testify in court regarding the scientific conclusions obtained from the analysis of the evidence. Provide expert testimony accurately and effectively. Perform basic maintenance, calibration and quality control on scientific instruments. Adhere to city and laboratory policies and guidelines at all times. Keep abreast of new developments in forensic science. Participate in laboratory projects and complete tasks as assigned by the supervisor in a timely manner. Provide technical assistance to police officers, assistant district attorneys, etc. Primary duties are controlled substances testing, record keeping and testimony.

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WORKING CONDITIONS

The position requires stooping, bending and/or lifting of items of up to 30 (thirty) pounds with occasional periods of walking on rough surfaces.

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MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor’s degree in Chemistry, Criminalistics, Biology, Physics or a relate field with a minimum of 30 (thirty) hours of Chemistry. Please submit a copy of transcript with completed application and/or resume.

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MINIMUM EXPERIENCE REQUIREMENTS

Two years forensic laboratory experience as a Criminalist is required.

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MINIMUM LICENSE REQUIREMENTS

Must have a valid Texas Class “C” driver’s license and be in compliance with the City of Houston’s policy on driving. (AP 2-2).

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PREFERENCES

Preference will be given to those applicants with a thorough understanding of both theoretical and practical aspects of an analytical, technical or professional discipline.

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SELECTION/SKILLS TESTS REQUIRED

None.

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SAFETY IMPACT POSITION

X Yes No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

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SALARY INFORMATION

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

Salary Range – Pay Grade 19

\$1,738.00 - \$1,801.00 Biweekly \$45,188.00 - \$46,850.00 Annually

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OPENING DATE

June 14, 2006

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CLOSING DATE

Open Until Filled

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APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 308-1300. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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